

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



December 23, 1985

ALL-COUNTY LETTER NO. 85-129

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: IMPLEMENTATION INSTRUCTIONS FOR IHSS TIME-PER-TASK REGULATIONS

BACKGROUND

Regulations to implement time-per-task standards for certain In-Home Supportive Services (IHSS) tasks were filed with the Secretary of State on November 26, 1985, with an effective date of January 1, 1986. A copy of the proposed regulations was sent to all county welfare directors with a cover letter from Joanne Ichimura-Hoffmann, Deputy Director, Management Systems and Evaluation Division, on November 12, 1985, reference ORD 0585-33. A copy of the adopted regulations is attached to this All County Letter (ACL) as Attachment 1.

The purpose of this ACL is to provide implementation instructions relating to the time-per-task (TPT) regulations.

SUMMARY OF FINAL REGULATIONS

The filed regulations establish time-per-task standards as follows:

- Laundry services where laundry facilities are available in the home: 1.0 assessed hours weekly;
- Laundry services where laundry facilities are not available in the home: 1.5 assessed hours weekly;
- Food shopping: 1.0 assessed hours weekly;
- Other shopping/errands: 0.5 assessed hours weekly.

The proposed regulations also require that when exceptions to the standards are made because of substantial threat to the recipient's health or safety, the reason for the exception will be documented in the casefile. Such documentation requirements also apply to the TPT standard of 6.0 assessed hours monthly for domestic services.

IMPLEMENTATION INSTRUCTIONS

With the effective date of January 1, 1986 for the adopted regulations, implementation instructions to the county welfare departments are as follows:

1. New cases. From January 1, 1986 on, needs assessments for new IHSS cases shall be made in accordance with the new time-per-task standards in regulations.
2. Ongoing cases. For ongoing cases, a reevaluation of service award hours should be made at the time of the annual needs reassessment or whenever the county determines pursuant to Manual of Policies and Procedures (MPP) Section 30-761.2 that a needs reassessment is required, whichever comes first. Assessed hours should then conform to the new time-per-task standards or documentation provided in the casefile to justify awards exceeding the standards.
3. Casefile documentation. Where it is determined that it is necessary to exceed a standard because of substantial threat to the health or safety of the recipient, the reasons for this determination shall be documented in the casefile. This documentation should be in the "comments" section of Form SOC 293, In-Home Supportive Services Need Assessment, or on an attachment to the SOC 293. The justification statement should clearly explain the need for the service award in excess of the standard.
4. Notice of action requirements. As directed in MPP Section 30-763.5, a Notice of Action (NOA) must be sent to the recipient whenever an IHSS needs assessment has been completed. When changes have been made in service hours awarded, the NOA must include the identification of hours for tasks increased or decreased and the difference from previous hours authorized. When the reason for the change in assessed hours is to achieve compliance with the standards presented in these regulations, then the following NOA language should be inserted in the "Reason for the change" box on Form 690B, IHSS Notice of Action--Reassessment:

"As a result of reassessment of your need for IHSS services, taking into consideration your health and safety as well as statewide standards effective January 1, 1986 for laundry, food shopping, and other shopping/errands, the changes shown above have been made in your authorization for IHSS services."
5. Prospective reductions in assessed hours. Should the reevaluation result in a reduced assessment in total monthly hours, such action will be prospective only. In no case will reduced assessments be applied retroactively.
6. Certification of county compliance with new regulations. Counties must complete and return the attached certification form (Attachment 2) to provide documentation to the Department of Social Services

(DSS) that procedures have been established to implement the new time-per-task regulations. Certification responses should be received by DSS no later than March 31, 1986. The certification document should be signed by the county welfare department director or by his designee.

EVALUATION PHASE PLANNING

Within one year of the effective date of these regulations, DSS is planning to perform an evaluation of the effectiveness of the new standards. Although this evaluation effort is still in the planning stages, it is expected that, at a minimum, this will involve sampling cases in selected counties to determine:

1. Percent of cases where assessed hours are within the standards;
2. Percent of cases where assessed hours exceed the standards;
3. Categorization of documented reasons why standards were exceeded.

If you have any questions, please contact your Adult and Family Services Program Operations Consultant at (916) 445-0623.



LOREN D. BUTER
Deputy Director
Adult and Family Services Division

cc: CWDA

Attachments

G03:027/AWP

(1) Amend MPP Sections 30-757.135 and .136 to read:

30-757 PROGRAM CONTENT

30-757

.1 (Continued)

.13 Related services limited to: (Continued)

.135 Routine mending, laundry, ironing, folding, and storing clothes on hangers, on shelves, or in drawers. Laundry services including the tasks of washing and drying laundry, mending, ironing, folding, and storing clothes on shelves or in drawers.

(a) Laundry facilities are considered available in the home if, at a minimum, there exists a washing machine and a capability to dry clothes on the premises.

(b) The need for out-of-home laundry services exists when laundry facilities are not available on the premises and it is therefore necessary to go outside the premises to accomplish this service. Included in out-of-home laundry is the time needed to travel to/from a locally available laundromat or other laundry facility.

.136 Reasonable food shopping and other shopping/errands limited to the nearest available stores or other facilities consistent with the client's economy and needs. (Continued)

(b) Food shopping includes the tasks of making a grocery list, travel to/from the store, shopping, loading, unloading, and storing food.

(c) Other shopping/errands includes the tasks of making a shopping list, travel to/from the store, shopping, loading, unloading, and storing supplies purchased, and/or performing reasonable errands such as delivering a delinquent payment to avert an imminent utility shut-off or picking up a prescription, etc.

Authority: Welfare and Institutions Code Sections 10553 and
12301.1

Reference: Welfare and Institutions Code Sections 10852,
12301.1, and 12301.2

(2) Amend MPP Sections 30-758.1 and .4 to read:

30-758 TIME PER TASK AND FREQUENCY STANDARDS

30-758

.1 When assessing the need for domestic the services specified in .11 through .15 below in accordance with the provisions of Section 30-763.2, the standard assessed time shall not exceed 6 hours total per month per household the standards listed except as provided in .4 below.

.11 Domestic services - The standard time for "domestic services" shall not exceed 6.0 hours total per month per household.

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.111 Tasks included in domestic services are identified in Section 30-757.11.

.12 Laundry -

.121 For laundry services where laundry facilities are available in the home, the standard time shall not exceed 1.0 hours total per week per household.

(a) In-home laundry service is defined and limited in Section 30-757.135.

(b) In assessing time for in-home laundry services, it is expected that the provider will accomplish other tasks while clothes are washing and drying.

.122 For laundry services where laundry facilities are not available in the home, the standard time shall not exceed 1.5 hours total per week per household.

(a) Out-of-home laundry service is defined and limited in Section 30-757.135.

(b) It is expected that the typical provider will use a local laundromat during nonpeak hour time and will utilize as many machines simultaneously as necessary for efficient time utilization.

.13 Food Shopping - The standard time for "food shopping" shall not exceed 1.0 hours total per week per household.

HANDBOOK

.131 Food shopping is defined and limited in Section 30-757.136.

- .14 Other shopping errands - The standard time for "other shopping/errands" shall not exceed 0.5 hours total per week per household.

HANDBOOK

- .141 Other shopping/errands is defined and limited in Section 30-757.136.

30-758 TIME PER TASK AND FREQUENCY STANDARDS (Continued) 30-758

- .4 Exceptions to time per task standards shall be made when application of the standard would result in a substantial threat to the recipient's health or safety. Application of time per task standards is specified in Welfare and Institutions Code Section 12301.2.

- .41 Welfare and Institutions Code Section 12301.2 states: Time for task standards can be used only if appropriate in meeting the individual's particular circumstances.

- .42 When an exception to a time per task standard is made in an individual case, the reason for the exception shall be documented in the casefile.

- .421 Documentation of the reason for the exception will provide necessary data to audit the effectiveness of each standard in terms of a) achieving equity in assessments; and b) evaluating program costs.

HANDBOOK

Authority: Welfare and Institutions Code Sections 10553 and 12301.1.

Reference: Welfare and Institutions Code Sections 10852, 12301.1, and 12301.2.

State of California

Department of Social Services

IMPLEMENTATION OF IHSS TIME-PER-TASK REGULATIONS

Effective January 1, 1986

The County of _____, State of California, has issued instructions to social services staff to implement the new IHSS time-per-task regulations effective January 1, 1986. Instructions were: 1) to apply these regulations to all new IHSS cases from January 1, 1986 on; and 2) to reevaluate ongoing cases in terms of these regulations at the time of annual needs reassessment or whenever it is determined a needs reassessment is required. Instructions to county workers also included documenting on the SOC 293, IHSS Needs Assessment, the reasons why the award of service hours exceeded the standard when such is the case.

Your Name/Title (print)

Date

Signature

Return to:

Department of Social Services
Adult Services Bureau
Adult Services and Operations Branch
744 P Street, MS 9-536
Sacramento, CA 95814